

## WIC SUPERVISOR

### NATURE OF WORK

This is professional work coordinating the Women, Infant and Children (WIC) program within the City-County Health Department.

Work involves responsibility for overseeing the delivery of programs to WIC clients. An employee of this class is expected to exercise independent judgment with work being performed according to established WIC guidelines, as well as department policies and procedures. Supervision is exercised over subordinate employees in the WIC program. General supervision is received from a professional or an administrative superior with work being reviewed in the form of reports, conferences, public comments and program effectiveness.

### EXAMPLES OF WORK PERFORMED

Develops and recommends policies and procedures that comply with Federal, State, City and departmental regulations; reviews procedures annually, including training and orientation materials for new employees.

Monitors compliance with grant specifications.

Supervises and directs employees working in the WIC program; assists in the recruitment, selection and training of new employees; monitors employee's assignments and case loads; evaluates employee performance.

Develops and administers WIC program budget within the established guidelines of the State and the City and County; monitors and projects budgetary needs and expenditures.

Oversees undergraduate nursing students and graduate dietetic interns assigned to the program.

Maintains community involvement through work on a variety of committees in order to identify community needs and assist in developing plans to meet those needs.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of general management and supervision as it is related to public organizations.

Considerable knowledge of the policies and regulations pertaining to the Women, Infants and Children program.

Knowledge of financial management including budgeting and grant management.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to communicate effectively both orally and in writing.

Ability to maintain accurate client records.

Ability to establish and maintain effective working relationships with government officials, community agencies, co-workers and clients.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in business or public administration supplemented by a Masters degree in nutrition or related field; experience in maternal/child nutrition and health; and experience supervising a family social program.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration supplemented by course work in nutrition or related field; or any equivalent combination of training and experience which provides the desirable knowledge, skills and abilities.

#### NECESSARY SPECIAL REQUIREMENT

Must possess and maintain a valid State of Nebraska driver's license.

Current registration as a dietitian.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

12/2002

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